

How Do I Respite Care

Respite Care Placements:

Respite care placements, with the exceptions noted below, are documented as in-home services. Respite care can be provided to the child's family or to a placement provider. If respite care is provided to the child's family, the respite care placement is not a removal from home. If respite care is provided to a placement provider, the respite care placement is not a "change" in placement providers. When respite care is documented as an in-home service, each county has the option of generating or not generating a payment to the respite care provider via WiSACWIS.

Exceptions:

1. When a child living with his family is placed in respite care and then the respite care is immediately followed by a placement in out of home care, the respite care placement needs to be recorded as an out of home placement. **The start date of the respite care placement will be the child's removal from home date.**
2. If the following conditions exist, the respite care placement should be documented as an out of home placement:
 - Preceding the respite care placement, the child is in an out of home placement as the result of a court order or voluntary placement agreement, and
 - The respite care provider is a licensed foster home or treatment foster home, and
 - The out of home placement provider that provided care immediately before the respite care is not being paid for the days that the child is in respite care, and
 - The respite care provider is being paid for the time the child is in respite care.

How Do I Respite Care

Person Management 'Abby, Angel' ID:20997 -- Web Page Dialog

eWiSACWIS

Print Spell Check ABC Help ?

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Name

ID: 20997 Prefix: [] First Name: [Angel] MI: [] Last Name: [Abby] Suffix: [] ☐ Save as AKA

Basic

Gender: [Female] ☐ U.S. Citizen SSN: [431-55-8512]

Birth Date: [03/26/1999] Birth Place: [] Death Date: [00/00/0000]

Commitment#: - County Person ID: []

Wisconsin Resident: [Yes] Primary Language: [English]

Religion: [] ☐ Interpreter Required

Marital Status: []

Ethnicity

Primary Race: [White] Race: []

Race: [] Ethnicity: []

Hispanic/Latino: [No] Indian Tribe: []

Indian Tribe 2: [] Tribal Reference #: []

Save Close

Person Management Page>Basic Tab (In Home Service)

Step 1 of 5

- Before you can create the In Home Placement, you must document the child's date of birth and gender.
- From the eWiSACWIS desktop, click on the case expando.
- Click on the appropriate case name to launch the Maintain Case page.
- On the Maintain Case page, click on the child's name whose date of birth and gender will need to be documented. This will launch the Person Management page for that child.
- On the Basic Tab of the Person Management page, complete the child's Birth Date, Gender, SSN, Primary Race and Hispanic/Latino fields.

How Do I Respite Care

Person Management 'Abby, Angel ' ID:20997 -- Web Page Dialog

eWiSACWIS Print Spell Check ABC Help ?

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Person Information

Child's Mother: Alice Abby [Search](#) [Edit](#) [Remove](#) **Child's Father:** Art Abby [Search](#) [Edit](#) [Remove](#)

Spouse: Spouse:

Status: Child's Guardian (2):

Child's Guardian (1): [Search](#) Child's Guardian (2): [Search](#)

Child was previously Adopted **Age Adopted:**

☐ Person was a Maltreater

☐ Child was Abandoned

HSRS ID:

Armed Services Information

☐ Person is the Legal Dependent of an Individual on Active Duty in the Armed Services of the U.S.

☐ Person is on Active Duty in the Armed Services of the U.S.

HSRS Reporting Information

Client Characteristics 1:

Client Characteristics 2:

Client Characteristics 3:

[Save](#) [Close](#)

Person Management Page>Additional Tab (In Home Service)

Step 2 of 5

- Document the child's mother and father.
- From the Person management page, select the Additional tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Additional tab and (depending on which hyper link you selected) will populate the person you selected into the Child's Mother and/or Child's Father field.
- Click Save and then click Close on the Person Management page.
- Click Close on the Maintain Case page.

How Do I Respite Care

Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Create Case Items

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- Family Assessment
- Legal
- Medical/Mental Health
- Narrative
- Ongoing Services
- Payment
- Placement: In Home Service
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

Cases

- Abby, Art
- Aiden, Fred
- Allen, Sarah
- Altman, Simon
- Appleton, Claire
- Ash, Anna
- Brinks, Becky
- Brooks, Brenda
- Brown, Sam
- Bubbin, Roger

Case Participants

- Alice Abby, Mother
- Amy Abby, Biological Child
- Angel Abby, Biological Child
- Art Abby, Reference Person
- Annabel Abby, Biological Child
- Simon Abby, Biological Child

Create Close

Done Local intranet

Create Casework Page (In Home Service)

Step 3 of 5

- From the Create Casework page select: Placement>In Home Service>Case>Case Participant>Create

How Do I Respite Care

The screenshot shows a web browser window titled "Placements and Services - Microsoft Internet Explorer provided by DHS - State of Wisconsin". The application is "eWiSACWIS". At the top, there are tabs for "Child" and "Provider". Under "Child", the name is "Flaherty, Brian". Under "Provider", the name is "Pachoski, Crystal". There is a "Request Number" field. Below these are tabs for "Service" and "Provider". The "Service" tab is active, showing a form titled "In Home Service Begin". The form has two columns of fields. The left column includes: "Service Begin Date" (01/01/2004), "Estimated End Date" (00/00/0000), "Child Specific Rate" (00.00), and "Placement Status" (Edit Family (Non-Res)). The right column includes: "Service End Date" (00/00/0000), "County" (Pierce), "Service Category" (Respite Care), "Service Type" (Respite Care Non Pay), "Supplemental Points" (with a link to "Supplemental Points"), "Supplemental Points Amount" (00.00), "Administrative Fee" (00.00), and "Exceptional Amount" (00.00). At the bottom of the form are "Options" (a dropdown menu), "Save", and "Close" buttons. The browser's status bar at the bottom shows "Done" and "Local intranet".

Placements and Services Page>Service Tab (In Home Service)

Step 4 of 5

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- In the Service Category field choose Respite Care
- In the Service Type field choose the appropriate value Respite Care Pay or Respite Care Non Pay.
- In the Placement Status field choose Child Residing with Family (Not AA)

How Do I Respite Care

The screenshot shows the eWiSACWIS web application in a Microsoft Internet Explorer browser window. The title bar reads "Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the eWiSACWIS logo and navigation links for Print, Spell Check, and Help. The main content area is divided into tabs for "Child" and "Provider". The "Child" tab is active, showing fields for "Child: Abby, Angel", "Case Name: Abby, Art", and "Request Number:". Below the tabs, there are two sub-tabs: "Service" and "Provider". The "Provider" sub-tab is active, displaying "Provider Information" and "Payment Information" sections. The "Provider Information" section includes fields for Name (AAA Agency), ID (20170), Contact, C/O, Street (255 Hoosier Blvd.), City (Madison), State (WI), Zip (53701), Country, Phone, Fax, Email, and Alt Phone. The "Payment Information" section includes fields for Parent Agency (AAA Agency), Target Pop (CHIPS - Other), and an "Override Parent Agency rule" checkbox. A "Kinship Care" section is also visible, with a "Relationship of Child to Kinship Provider" dropdown. At the bottom, there is a "Split Payment" button, an "Options:" dropdown, and "Save" and "Close" buttons.

Placements and Services Page>Provider Tab (In Home Services)

Step 5 of 5

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value. The default value is "CHPS Other".
- Return to the Service tab.
- To approve the in home service and send it your supervisor for approve choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.

How Do I Respite Care

If the respite care placements meets one of the exceptions noted above then follow the procedure noted below.

The screenshot shows the 'Person Management' web page for 'Abby, Angel' with ID 20997. The 'Basic' tab is active, displaying the following information:

- Name:** ID: 20997, Prefix: [dropdown], First Name: Angel, MI: [dropdown], Last Name: Abby, Suffix: [dropdown], Save as AKA: [checkbox].
- Basic:** Gender: Female [dropdown], U.S. Citizen: [checkbox], SSN: 431-55-8512, Birth Date: 03/26/1999, Birth Place: [dropdown], Death Date: 00/00/0000, Commitment#: -, County Person ID: [dropdown].
- Wisconsin Resident:** Yes [dropdown], Primary Language: English [dropdown], Religion: [dropdown], Marital Status: [dropdown], Interpreter Required: [checkbox].
- Ethnicity:** Primary Race: White [dropdown], Race: [dropdown], Ethnicity: [dropdown], Hispanic/Latino: No [dropdown], Indian Tribe: [dropdown], Indian Tribe 2: [dropdown], Tribal Reference #: [dropdown].

Buttons for 'Save' and 'Close' are located at the bottom right of the form.

Person Management Page>Basic Tab (Out of Home Placement)

Step 1 of 7

- Before you can create the Out of Home Placement, you must document the child's date of birth and gender.
- From the eWiSACWIS desktop, click on the case expando.
- Click on the appropriate case name to launch the Maintain Case page.
- On the Maintain Case page, click on the child's name whose date of birth and gender will need to be documented. This will launch the Person Management page for that child.
- On the Basic Tab of the Person Management page, complete the child's Birth Date, Gender, SSN, Primary Race and Hispanic/Latino fields.

How Do I Respite Care

Person Management 'Abby, Angel ' ID:20997 -- Web Page Dialog

eWiSACWIS

Print Spell Check ABC Help ?

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Person Information

Child's Mother: Alice Abby [Search](#) [Edit](#) [Remove](#) **Child's Father:** Art Abby [Search](#) [Edit](#) [Remove](#)

Spouse: Spouse:

Status: Child's Guardian (2): [Search](#)

Child's Guardian (1): [Search](#)

Child was previously Adopted No **Age Adopted:**

☐ Person was a Maltreater

☐ Child was Abandoned HRSR ID:

Armed Services Information

☐ Person is the Legal Dependent of an Individual on Active Duty in the Armed Services of the U.S.

☐ Person is on Active Duty in the Armed Services of the U.S.

HRSR Reporting Information

Client Characteristics 1:

Client Characteristics 2:

Client Characteristics 3:

[Save](#) [Close](#)

Person Management Page>Additional Tab (Out of Home Placement)

Step 2 of 7

- Document the child's mother and father.
- From the Person management page, select the Additional tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Additional tab and (depending on which hyper link you selected) will populate the person you selected into the Child's Mother and/or Child's Father field.
- Click Save and then click Close on the Person Management page.
- Click Close on the Maintain Case page.

How Do I Respite Care

The screenshot shows the 'Create Case Work' interface in Microsoft Internet Explorer. The browser title bar reads 'Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The application header is 'eWiSACWIS' with links for 'Print', 'Spell Check', and 'Help'. The main area is divided into two panels. The left panel, 'Create Case Items', contains a list of categories with dropdown menus: Administration, Adoption, Assessment, Education, Eligibility, Family Assessment, Legal, Medical/Mental Health, Narrative, Ongoing Services, Payment, Placement (currently set to 'Out of Home Placement'), Planning, Safety Assessment, Safety Services, and Strengths and Needs. The right panel contains two lists. The 'Cases' list includes: Abby, Art; Aiden, Fred; Allen, Sarah; Altman, Simon; Appleton, Claire; Ash, Anna; ATestOne, One; ATestTwo, One; Brinks, Becky; and Brooks, Brenda. The 'Case Participants' list includes: Alice Abby, Reference Person; Amy Abby, Biological Child; Angel Abby, Biological Child (highlighted); Art Abby, Father; Annabel Abby, Biological Child; Simon Abby, Biological Child; and Caitlin Cake, Non-Relative. At the bottom right of the main area are 'Create' and 'Close' buttons. The status bar at the bottom shows 'Done' and 'Local intranet'.

Create Casework Page (Out of Home Placement)

Step 3 of 7

- From the Create Casework page select: Placement>Out of Home Placement>Case>Case Participant>Create

How Do I Respite Care

The screenshot shows the 'Placements and Services' page in the eWiSACWIS application. The 'Service' tab is selected. The form contains the following fields and options:

- Child:** Gilbertson, Glenda J., Case Name: Bennett, Rose M., Request Number: [blank]
- Placement Begin:**
 - Placement Begin Date: 01/01/2004
 - Placement End Date: 00/00/0000
 - Date Removed from his/her home: 01/01/2004
 - Estimated End Date: 00/00/0000
 - VPA Date: 00/00/0000
 - County: Green
 - Service Category: Respite Care
 - Service Type: Respite Care Pay
 - Placement Status: Fmr Fam Hn (Non-Rel)
 - Child Specific Rate: \$0.00
 - Current Basic Rate: [blank]
 - Administrative Fee: \$0.00
 - Exceptional Amount: \$0.00
 - Supplemental Points: [blank]
 - Supplemental Points Amount: \$0.00
 - Current Total/Monthly Payment: [blank]
- Options:**
 - ☐ This is a CPS Non-Conforming Placement
 - ☐ This is an Adoptive Placement
 - [Removal Reasons](#)
 - Does the agency have legal responsibility of the child at the time of removal?
 - ☐ Yes ☐ No ☒ N/A
 - ☐ This Placement is the result of a transfer
 - ☐ This is an Emergency Situation
 - ☐ After Hours Placement

Buttons: Save, Close

Placements and Services Page > Service Tab (Out of Home Placement)

Step 4 of 7

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Date Removed from his/her home.
- Select the correct Removal Reason(s) from the Removal Reasons pop-up page.
- In the Service Category choose Respite Care
- In the Service Type choose Respite Care Pay
- In the Placement Status field choose the appropriate value Foster Family (Relative) or Foster Family (Non-Relative)

How Do I Respite Care

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Child
Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

☐ Yes ☐ No ☒ N/A
Administrative Fee: \$0.00
Exceptional Amount: \$0.00
Supplemental Points: [Supplemental Points](#)
☐ This Placement is the result of a transfer
☐ This is an Emergency Situation
☐ After Hours Placement
Supplemental Points Amount: \$0.00
Current Total Monthly Payment:

Child Removal From Home Information
Manner: Court Ordered **Primary Caretaker:** Alice Abby
Caretaker Structure: Married Couple **Secondary Caretaker:** Art Abby

KIDS Referral
KIDS Referral
Is this referral in the best interest of the child? ☒ Yes ☐ No
Is this placement expected to be long term? ☒ Yes ☐ No
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☒ Yes ☐ No

Options:

Done Local intranet

Placements and Services Page > Service Tab (Out of Home Placement) (continued)

Step 4 of 7

- Enter the Child Removal from home information if this placement is a removal from home.
- Select the appropriate values for the KIDS Referral information.

How Do I Respite Care

The screenshot shows a web browser window titled "Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application is "eWiSACWIS". At the top, there are tabs for "Child" and "Provider". The "Child" tab is active, showing "Child: Abby, Angel", "Case Name: Abby, Art", and "Request Number:". Below this are tabs for "Service" and "Provider". The "Provider" tab is active, showing "Provider Information".

Provider Information

Name: AAA Agency [Search](#) ID: 20170 Contact:

C/O:

Street: 255 Hoosier Blvd. Apt:

City: Madison State: WI Zip: 53701 Country:

Phone: (608)515-4566 Ext: Fax: Alt Phone: Alt Ext:

Email:

Payment Information

Parent Agency: AAA Agency

Target Pop: CHIPS - Other

☐ Override Parent Agency rule

Kinship Care

Relationship of Child to Kinship Provider:

Split Payment

Options:

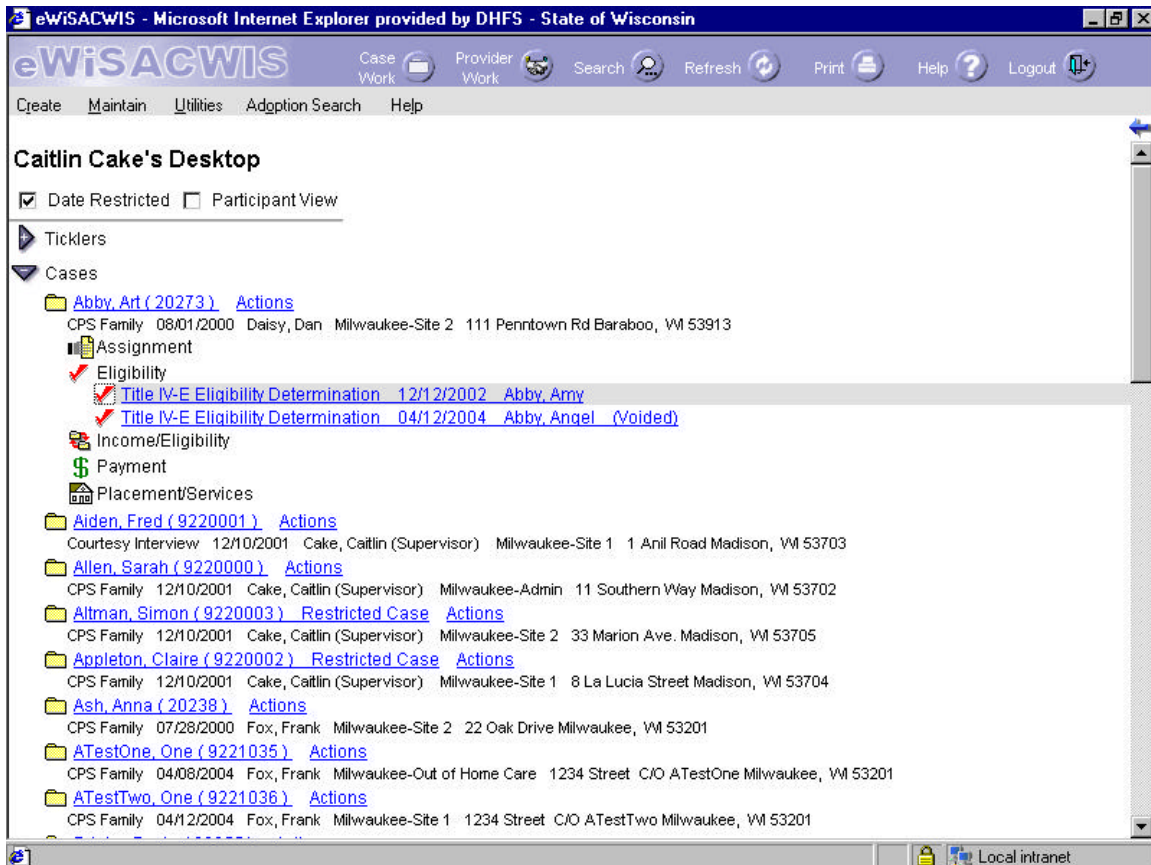
Done Local intranet

Placements and Services Page>Provider Tab (Out of Home Placement)

Step 5 of 7

- Search for the Respite Care provider.
- In the Target Pop field choose the appropriate value. The default value is "CHPS-Other".
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.

How Do I Respite Care



eWiSACWIS Desktop>Eligibility Icon (Out of Home Placement)

Step 6 of 7

- From your eWiSACWIS desktop click on the case folder icon for the case in which you've just created the out of home placement.
- Click on the Eligibility icon to expand it and then click on the Title IV-E Eligibility Determination row for the child you have just placed. This will open the Eligibility page for that child.

How Do I Respite Care

Eligibility - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check REC Help ?

Eligibility
Child Name: Abby, Amy Case Name: Abby, Art Title IV-E Removal Date: 12/12/2002

Basic Initial Determination Redeterminations

Referral Information
Referred by: Date Referral Received: 00/00/0000

Demographic Information
DOB: 09/12/1995 Age: 8 If Over 17, Expected Graduation Date: 00/00/0000 ☐ Child Receives SSI

Removal from Home Information
Removal from Home was: ☒ Court Ordered ☐ Voluntary Placement Agreement
Petition Date: 12/12/2002 Court Order Date: 12/12/2002
VPA Date: 00/00/0000
Child Removed from home of: ☒ Mother ☐ Father ☐ Both ☐ Other
Name: Abby, Alice Relationship to Child: Mother [Search](#)
☐ Did the child reside with any non-household member relatives during the six months prior to the petition?
Name of Relative: Relationship to Child: [Search](#)
☐ Was the child in receipt of AFDC-MA in the month the petition was filed or in one of the six months prior to the month the petition was filed, or was the child removed from an AFDC-MA household?

Removal Home Address
Street: 111 Penntwon Rd. Apt:
City: Baraboo, 53913 State: WI Zip: 53913
Country: United States Home Phone: (555)555-5555 Work Phone: (555)555-5555

Options: Refer to SEU Regional Manager [Go](#) [Save](#) [Close](#)

Done Local intranet

Eligibility Page>Basic Tab (Out of Home Placement)

Step 7 of 7

- Enter the appropriate removal from home information and Petition/Court Order dates or Voluntary Placement Agreement date.
- Indicate from whose home the child was removed.
- Click the Search hyperlink to launch the Search page and search for the appropriate person from whom the child was removed.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Basic tab and (depending on which hyper link you selected) will populate the person you selected into the Name and/or Name of Relative field.
- Indicate the Relationship(s) of the person(s) to the child.
- Indicate whether the child was in receipt of AFDC-MA as described.
- Complete the Removal Home Address information.
- Click Options>Deprivation>Go
- Complete the Deprivation pop-up page and click Continue.
- Click Options>IV-E Referral Form – CFS-2123T>Go
- Complete the CFS-2123T form and click Close and Return to eWiSACWIS.

How Do I Respite Care

- Click Options>Refer to SEU Regional Manager>Go. This will save the eligibility record and automatically refer it to the system designated Eligibility Specialist for completion.
- Click Close on the Eligibility page.

Ending a Placement in eWiSACWIS

Service Ending

End Date: 04/12/2004

End Reason: Placement with Relative

Is the End of This Child Placement a Discharge from All Placements?
☒ Yes ☐ No ☐ N/A

Discharge Reason: Living With Other Relatives

☐ Override

Options: Approval Go Save Close

Options: Placement Ending Go Save Close

Placements and Services Page>Service Tab

Step 1 of 1

- From the Service Tab of the Placements and Services Page select:
Options>Placement Ending>Go
- On the Service Ending pop-up page enter the correct End Date and End Reason.
- Some End Reasons will automatically record a Yes to the question: “Is the End of This Child’s Placement a Discharge from All Placements”.
- If the Child’s Placement is a Discharge from All Placements, you must also record the appropriate Discharge Reason.

How Do I Respite Care

- To approve the Placement Ending and to send it to your supervisor for approval, choose Options>Approval>Go>Approve radio button>Continue
- Click Save and then Close on the Service Ending pop-up page.
- Click Close on the Placements and Services page.